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# MANAGEMENT ANNUAL EVALUATION PREPARATION FORM

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| EMPLOYEE INFORMATION |
| **Employee Name:** |  | **Band:** | **Choose an item.** |
| **Position Title:** |  | **Evaluation Period:** |  |
| **Supervisor:** |  |  |  |

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| **PERFORMANCE EVALUATION COMPETENCIES**  |
| **Accountability** |
| * Holds themselves and others accountable
* Focuses on results tied to the organizational mission and vision
* Understands and complies with applicable federal/state laws and College policies/procedures
* Is purpose-driven
* Follows through to complete projects and meet deadlines
* Uses available College data to monitor and adjust activities as appropriate
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| **Comments:** |
| **Collaboration** |
| * Values collaboration among staff, students and communities to promote effective learning, communication and decision-making
* Develops positive relationships and works in partnership with others
* Listens to others and is receptive to input
* Is constructive in their communication
* Seeks ways to keep the College informed
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| **Comments:** |
| **Continuous Improvement** |
| * Leads change; leads innovation and change management
* Identifies and implements best practices
* Navigates through change and practices change management
* Values professional growth; is responsible for continued learning for themselves and for employees
* Is risk tolerant, flexible, adaptable and resilient
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| **Comments:** |
| **Decision Making, Problem Solving and Judgment** |
| * Works strategically; sees the big picture and anticipates outcomes of decisions
* Is a critical thinker
* Effectively analyzes problems, anticipates potential obstacles, determines appropriate action and acts in a timely and decisive manner
* Responds appropriately to crisis situations and initiates solutions when possible
* Makes sound and fair decisions
* Plans and prioritizes work assignments appropriately
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| **Comments:** |
| **Diversity and Respect** |
| * Leads by example and demonstrates respect, honesty, empathy and ethical behavior
* Fosters collaboration; is inclusive and strives to see things from different points of view
* Represents self and situations honestly; understands and maintains confidentiality
* Supports College diversity and inclusion initiatives
* Relates sensitively to the diversity of staff and students
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| **Comments:** |
| **Financial Management** |
| * Makes effective fiscal decisions based on data and input
* Manages budget appropriately
* Follows budgetary guidelines and budget manager responsibilities
* Uses available resources to solve problems and meet needs
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| **Comments:** |
| **Job Specific Performance:** |
| * Performs duties as defined by position; demonstrates understanding of all job tasks
* Completes tasks independently with little supervision
* Learns new assignments willingly
* Demonstrates ability to manage multiple responsibilities simultaneously
* Creates procedures and/or processes to manage work effectively
* Provides employees with the tools they need to be successful
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| **Comments:** |
| **Leadership** |
| * Serves as a role model; leads with integrity and models the values of our organization
* Communicates effectively; listens and practices open and honest communication
* Leads people; values and models the College’s team framework and processes
* Communicates clear performance expectations and manages performance
* Addresses conflict through communication and effective conflict management
* Motivates their team and fosters engagement
* Recognizes talents, develops employees and assists staff
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| **Comments:** |